

Instructions to Yale Environmental Humanities Grant Recipients

Submitting Requests for Reimbursement

- [General Instructions for all reimbursement requests](#)
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General Instructions

- 1) **Please submit requests for reimbursement via email to environmentalhumanities@yale.edu**
- 2) **Bundle your receipts** for submission, to the extent possible, to reduce the administrative burden. Receipts must be submitted within 120 days to comply with Yale's reimbursement guidelines. (After 120 days, reimbursements may be possible, but the reimbursement will become taxable.)
- 3) **Detail the exact amounts** requested for reimbursement and **include a total amount** requested.
- 4) If you are requesting a **payment to an individual** for contract services or as an honorarium, you must include the following information:
 - a) Full Name and Address of Recipient/Contractor
 - b) A completed [W-9 tax form](#) for the recipient/contractor
 - c) A brief invoice for the work indicating the scope of work (hours or project to be completed)
- 5) **Technology Purchases:** Technology purchases may be made with university funds as authorized under the terms of your grant. Equipment becomes the property of Yale University and must be returned to Yale Environmental Humanities at the conclusion of the project, so that it can be made available to other students and faculty.
6. **Meals:** If there are fewer than 10 people present for a sponsored meal, please list the attendee names, as the financial administrators need to include this information in their financial report. If there are more than ten people, describe the attendees in general terms (for example, "fourteen faculty and students in history and anthropology.") This requirement is general Yale policy on meal reimbursements.

Sample Email Request for Reimbursement to you (you may cut and paste this email template).

SUBJECT LINE: Request for Reimbursement/Payment for YOUR NAME (Name of Recipient/Project)

EMAIL BODY:

Dear Yale Environmental Humanities:

I am writing to request reimbursement for expenses incurred as part of my public humanities grant project, INSERT_NAME/DESCRIPTION_OF_GRANT_PROJECT.

I have attached the relevant receipts, indicating specific amounts and method of payment.

The receipts include the following items:

Item 1: Name / Amount

Item 2: Name / Amount

Item 3: Name / Amount

The total reimbursement that I am requesting is: INSERT_TOTAL_DOLLAR_AMOUNT

Please mail this reimbursement to:

YOUR NAME/NAME OF RECIPIENT
RECIPIENT ADDRESS

Thank you very much!

YOUR NAME

Sample Email Request for Payment for Services or Honorarium (you may cut and paste this email template).

SUBJECT LINE: Request for Reimbursement/Payment for Services from YOUR NAME (Name of Recipient/Project)

EMAIL BODY:

Dear Yale Environmental Humanities:

I am writing to request payment for services incurred (or scheduled) as part of my public humanities grant project, INSERT_NAME/DESCRIPTION_OF_GRANT_PROJECT.

I have attached an invoice for the work completed, indicating contracted hours or the scope of work. The invoice also specifies the amount of the payment, which is INSERT_TOTAL_DOLLAR_AMOUNT

Alternately, I have attached the communication offering the specified honorarium.

I also have attached a [completed W-9 tax form](#) for the payee.

Please mail this reimbursement to:

NAME OF RECIPIENT/CONTRACTOR
RECIPIENT ADDRESS

Thank you very much!

YOUR NAME